



## Role Description

<b>Job Title</b>	<b>President</b>
<b>Location</b>	<b>University of Leicester Students' Union, LE1 7RH</b>
<b>Salary</b>	<b>£19,000</b>
<b>Reports To</b>	<b>Students</b>
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• Coordinate the strategic direction of the Union as leader of the Executive Team</li> <li>• Run campaigns on issues that affect students and have regular meetings with senior University staff</li> <li>• Line manage the Chief Executive and act as the head trustee on our board</li> </ul>

### Welcome to the Executive Team within the Students' Union!

The Students' Union is an independent, democratic organisation and a charity that represents students' best interests while studying at the University of Leicester.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

### Executive Officers (Officer Trustees)

A Trustee of the Charity and a Director as required:

#### General

- All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group.
- Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.

- Monitor and propose provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

## Representation

- To be representatives of student views to the University and to external bodies.
- To regularly talk and listen to the entire membership of the Union.
- To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- To be responsible for communication of the work of the Executive team to the entire membership of the Union.
- To show an active engagement in all activities of other Officers/Representatives.
- To promote and abide by the Union's motto of "an innovative Union that empowers students to deliver change".
- To ensure that the Union enhances the student experience and effects real change to students' lives via effective representation and campaigning.

## Trustee

- To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- To abide by the Trustees' Code of Conduct.
- To abide by the laws of the United Kingdom and by the Union's Constitution.
- To promote the purpose, vision, aims and objectives of the Union.
- To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- To carry out all duties with due regard to Health and Safety, Customer Care and Equal Opportunities Policies.
- To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.

## Main Duties and Responsibilities

- To be the primary representative of University of Leicester students.
- To oversee Union campaigns, working closely with other Officers/Representatives and staff to maximise impact.

- To line manage the Chief Executive and thus the objectives of the Union staff team.
- To act as the head Trustee on the Board of Trustees, Chairing the Board.
- To chair Executive Committee meetings.
- To co-ordinate the strategy of the Union, ensuring regular reviews of both the strategy and actions.
- To be the spokesperson to all external bodies and to act as the lead Officer to all public relations and press releases.
- To be the primary contact for the National Union of Students' and act as the lead delegate for the National Union of Students' Conference.
- To take the lead on, and regularly review the representational and democratic structures within the Union e.g. Union Council.
- To attend Union Council and Democratic Procedures Committee meetings.
- To coordinate and provide an oversight of all services provided by the Union.
- To lead and coordinate the activities of all other Executive and Part Time Officers.
- To oversee the organisation of Freshers' fortnight.